



Exhibitor Manual
Central Oregon Wedding & Event Show
Riverhouse Convention Center
9:00 AM – 3:00 PM Saturday,
January 14, 2012

Dear Exhibitor,

We are excited that your organization will be exhibiting at The Third Annual Central Oregon Wedding & Event Show. Included in this manual is the information you will need to prepare for the more than 3,000 people that are expected to attend the show. The following areas are detailed in this manual:

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Once again, thank you for your participation in *Central Oregon Wedding & Event Show*. If you have any questions regarding this manual or the *Central Oregon Wedding & Event Show*, call **Laura Chick at Incredible Events @ 541-408-1135**, or email to incredibleevents@msn.com.

Central Oregon Wedding & Event Show - Exhibitor Manual

Show Hours

9:00 AM – 3:00 PM Saturday, January 14, 2012

The show doors will open to exhibitors from 6:30 AM on Saturday, January 14, 2012.

Move-in and Move-out

Plan ahead! Be ready for the opening of the *Central Oregon Wedding & Event Show* by starting your move-in early. All booths **MUST** be in place by 8:30 AM on Saturday, January 14, 2012 and **MUST** not be removed until the *Central Oregon Wedding & Event Show* closes on Saturday, January 14 at 3:00 PM. Show management reserves the right to impose penalties for early move-out.

Move-in:	Friday, January 13th	1:00 PM – 5:00 PM
	Saturday, January 14th (Ballroom only)	6:30 AM – 8:30 AM
Move-out:	Saturday, January 14 th (Ballroom only)	3:00 PM – 5:00 PM
	Sunday, January 15 th (Expo Booths)	9:00 AM – 12:00 PM

All **Expo Booths downstairs** must be setup on Friday, January 13th. Move out for **Expo Booths** only on Sunday January, 15th.

Exhibitor Packets/Badges: Exhibitor packets will be available at the Registration, during all move-in hours.

Carts, Dollies and Hand trucks: You must furnish your own equipment for moving your materials to your booth.

Loading/Unloading: The loading dock entrance is accessible from the side of the Convention Center. The parking lot is located on the south side of the Convention Center. Once your vehicle is unloaded, the car must be removed from the loading dock area.

Expo Booths: The area for loading and unloading for the expo area has limited space. We will have someone directing traffic. You **cannot** park under the porta share in front of the Convention center while waiting to load and unload.

Parking: All parking is FREE at Riverhouse Convention Center. In order to allow easier access to the exhibit hall for our attendees, exhibitors are **strongly**

encouraged to not park in the front of the parking lot but in the parking lot farther away from the Convention Center.

About Your Booth

Each booth is 8' x 10' and constructed with Pipe & Drape. Each booth will include one 8' draped table, two chairs, electrical service, and one 8"x12" booth identification sign.

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Riverhouse Convention Center Information and Regulations

Telecommunication Services: Telephone and modem services must be ordered in advance from Incredible Events @ 541-408-1135. If the line is confirmed before 30 days prior to the event the cost is \$XXX per line.

Food and Beverage: Any food or beverages served by exhibitors in their booths must be commercially and/or pre-packaged food and/or beverage samples that are bite-sized and/or less than 1 1/2 oz.

Smoking: The Riverhouse Convention Center is a non-smoking facility.

Fire Safety: No open flames are allowed. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be fireproof and conform to City Fire Department regulations.

Insurance: Exhibitors are advised to obtain insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others at their own cost and expense. Organizer assumes no risk and by the acceptance of this agreement, Exhibitor expressly releases Organizer of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by Exhibitor, and agree to hold and save Organizer harmless from any loss or damage by reason thereof.